

## The Sedona-Oak Creek School District Career and Technical Education Long-Range Plan

### Executive Summary

In the winter of 2002, with the recent formation of the Valley Academy of Career and Technology Education, the Sedona-Oak Creek School District began a strategic planning process to develop a Career and Technical Education Five-Year Plan.

A Career and Technical Education (CTE) Task Force was formed, comprised of educators and administrators from district schools, students, parents, community college administrators and business and community representatives. Each of the members brought unique perspectives and talents to the process. Together they represented a broad and diverse cross section of our district's stakeholders.

The following Long-Range Plan is based on the results of a needs assessment in which high school and middle school students, teachers, parents and community members were surveyed. The Task Force members complied and analyzed the data to develop a mission statement, and identify the goals and strategies, which comprise the Long-Range Plan.

This plan will provide a roadmap to guide the district as we allocate funding and resources to provide more career and technical educational opportunities for our students.

### Career and Technical Education Mission Statement

The mission of the Sedona-Oak Creek School District is to provide all of our students career awareness and viable, rewarding skill development opportunities--- regardless of their post secondary choices--- and also benefit our community by fulfilling anticipated market demands and preparing our students to be productive, contributing members of our community by:

- The creation of a sequence of courses that are directly related to the preparation for paid and unpaid employment in current or emerging occupations.
- The creation and enhancement of competency-based hands-on learning that contributes to our students' academic knowledge, high order reasoning skills, problem solving skills, work attitudes, general employability skills and occupational skills

### Task Force Members

|                        |                                       |
|------------------------|---------------------------------------|
| Nancy Alexander        | Superintendent                        |
| Gail Covington-McBride | CTE Director                          |
| Donna Aurand           | Governing Board                       |
| Gina Benner            | CTE Teacher                           |
| Sally Cadigan          | Secretary                             |
| Brett Dellandre        | Student                               |
| Mignon Dunsiger        | Parent                                |
| Angela Fairchild       | Dean, Yavapai College                 |
| Carl Fliessbach        | Community Member                      |
| Paul Gabaldon          | Counselor                             |
| Dick Gemoets           | CTE Teacher                           |
| Jack Hillman           | Business Representative               |
| Tom Jordan             | President, Coconino Community College |
| Mark Livingston        | CTE Teacher                           |
| David Lykins           | Assistant Principal                   |
| Kathy McMahan          | Governing Board                       |
| Hiroko Miyakawa        | Community Member                      |
| Danielle Mohney        | Student                               |
| Kathie Moore           | Middle School Assistant Principal     |
| Tom Moore              | VACT'E Board Member                   |
| Becky O'Banion         | Governing Board President             |
| Faun Robken            | Spanish Teacher                       |
| Richard Thelander      | CTE Teacher                           |
| Joe Vernier            | Chief of Police                       |

4525

## **The Five-Year Plan**

**SEDONA-OAK CREEK SCHOOL DISTRICT  
CAREER AND TECHNICAL EDUCATION LONG-RANGE PLAN**

**YEAR 1**

**GOAL (1)**  
Develop and support a strong CTE curriculum in all district schools (with a special emphasis in the Middle Schools) that attracts enrollment, and more dollars to provide a district wide CTE coordinator and state of the art curriculum and equipment

| Strategies to Accomplish Goals  | Who is Responsible?             | How will we know we have succeeded? |
|---|---------------------------------|-------------------------------------|
| <ul style="list-style-type: none"> <li>Introduce and articulate career pathways (level 1, Technological Foundations) to middle school students</li> </ul> | Superintendent and HS Principal | Principal verification              |

**GOAL (2)**  
Provide continuing professional development for all K-12 staff to improve their skills and foster support of CTE programs

| Strategies to Accomplish this Goal   | Who is Responsible?                        | How will we know we have succeeded?                |
|--|--|--|
| <ul style="list-style-type: none"> <li>Conduct a needs assessment to determine teachers' professional development needs</li> </ul>       | CTE Coordinator<br>Building Administrators | Survey Results                                     |
| <ul style="list-style-type: none"> <li>Research and identify applicable professional development programs and funding sources</li> </ul> | CTE Coordinator<br>Building Administrators | List of resources will be disseminated to teachers |
| <ul style="list-style-type: none"> <li>Develop a Middle School Exploratory CTE curriculum</li> </ul>                                     | CTE Coordinator<br>CTE Teachers            | Curriculum will be identified or developed         |

**GOAL (3)**  
**Coordinate the CTE Program with other post secondary schools for continuity with community colleges and technical schools.**

| Strategies to Accomplish this Goal  | Who is Responsible?   | How will we know we have succeeded?   |  |
|---|---|---|--|
| <ul style="list-style-type: none"> <li>• Community College Representatives, CTE Coordinator, CTE Teachers, VACTE Staff and Community College Teachers will meet to identify existing programs at both levels and identify courses to articulate.</li> </ul>                                       | CTE Coordinator,<br>VACTE Superintendent,<br>Community College<br>Representatives   | Meeting notes and documentation of existing articulation agreements   |  |
| <ul style="list-style-type: none"> <li>• Follow-up Work Sessions will be held to co-develop curriculum identified in the CTE needs assessment conducted in winter 2002</li> <li>• Explore different teaching/delivery of instruction options, such as web-based and video conferencing</li> </ul> | CTE Coordinator,<br>VACTE Superintendent,<br>Community College<br>Representatives<br><br>CTE Coordinator,<br>Dean of Extended<br>Learning, Dean of<br>Distance learning, HS<br>Administration | Expanded articulation agreements and 2+2 Programs.<br><br>Evidence of integration of technology into teaching and delivery of instruction in district schools |  |

**GOAL (4)**  
Develop a scope and sequence for the CTE curriculum, which provides opportunities for internships and job shadowing and includes an annual evaluation

| Strategies to Accomplish this Goal   | Who is Responsible? | How will we know we have succeeded?    |
|--|---------------------|--|
| • Implement (Technological Foundations) to be renamed Pathways in 2003, as a Level 1 CTE class requirement for all 9 <sup>th</sup> graders first semester. | HS principal        | 40 <sup>th</sup> day enrollment count  |
| • Implement CISCO Networking Program second semester   | HS principal        | 100 <sup>th</sup> day enrollment count |
| • Implement Drafting program   | HS principal        | 40 <sup>th</sup> day enrollment count  |
| • Implement Law Enforcement Program  | HS principal        | 40 <sup>th</sup> day enrollment count  |

| YEAR 2  |  |  |   |
|---|--|--|---|
| Strategies to Accomplish this Goal  | Who is Responsible?  | How will we know we have succeeded?                |   |
| <b>GOAL (1)</b><br>Develop and support a strong CTE curriculum in all district schools (with a special emphasis in the Middle Schools) that attracts enrollment, and more dollars to provide a district wide CTE coordinator and state of the art curriculum. |  |  |   |
| Strategies to Accomplish this Goal<br><ul style="list-style-type: none"> <li>• Update CTE equipment to continue to attract students and increase enrollment</li> <li>• Establish a CTE Coordinator</li> </ul>   | CTE Coordinator<br>HS Principal<br><br>Superintendent  | Inventory<br><br>CTE Coordinator position in place |   |
| <b>GOAL (2)</b><br>Provide continuing professional development for all K-12 staff to improve their skills and foster support of CTE programs.   | Strategies to Accomplish this Goal   | Who is Responsible?                                | How will we know we have succeeded?                     |
|   | <ul style="list-style-type: none"> <li>• Develop and implement a continuing and customized CTE in-service to be developed and conducted by a consultant</li> </ul> | CTE Coordinator<br>Building Administrators         | Teacher attendance documentation and program evaluation |

|  |   |   |  |
|--|---|---|--|
| <b>Goal (3)</b><br>Coordinate the CTE Program with other post secondary schools for continuity with community colleges and technical schools.                            |   |   |  |
| <b>Strategies to Accomplish this Goal</b>  | <b>Who is Responsible?</b>  | <b>How will we know we have succeeded?</b>                  |  |
| <ul style="list-style-type: none"> <li>Develop an evaluation plan for the collaboration process implemented in year 1</li> </ul>   | CTE Coordinator,<br>VACTE Superintendent,<br>Community College<br>Representatives | Report to the superintendent and school board               |  |
| <ul style="list-style-type: none"> <li>Conduct an annual review of the Community</li> </ul>  | CTE Coordinator,<br>VACTE Superintendent,<br>Community College<br>Representatives | Evidence of an evaluation plan                              |  |
| <b>GOAL (4)</b><br>Develop a scope and sequence for the CTE curriculum, which provides opportunities for internships and job shadowing and includes an annual evaluation |   |   |  |
| <b>Strategies to Accomplish this Goal</b>  | <b>Who is Responsible?</b>  | <b>How will we know we have succeeded?</b>                  |  |
| <ul style="list-style-type: none"> <li>Add level 3 courses</li> </ul>  | HS principal<br>CTE Coordinator   | 40 <sup>th</sup> and 100 <sup>th</sup> day enrollment count |  |
| <ul style="list-style-type: none"> <li>Add Level 3 and 4 CISCO Networking Courses</li> </ul>   | HS Principal  | 40 <sup>th</sup> and 100 <sup>th</sup> day enrollment count |  |
| <ul style="list-style-type: none"> <li>Continue to develop Drafting Program</li> </ul>   | HS Principal  | 40 <sup>th</sup> day enrollment count                       |  |

### YEAR 3

**GOAL (1)**  
Develop and support a strong CTE curriculum in all district schools (with a special emphasis in the Middle Schools) that attracts enrollment, and more dollars to provide a district wide CTE coordinator and state of the art curriculum.

| Strategies to Accomplish this Goal   | Who is Responsible?                   | How will we know we have succeeded? |
|--|---------------------------------------|-------------------------------------|
| <ul style="list-style-type: none"> <li>• Implement Exploratory CTE Curriculum in Middle Schools</li> </ul> | CTE Coordinator<br>K-8 Administrators | Program in Place                    |

**GOAL (2)**  
Provide continuing professional development for all K-12 staff to improve their skills and foster support of CTE programs

| Strategies to Accomplish this Goal  | Who is Responsible?                    | How will we know we have succeeded? |
|---|--|-------------------------------------|
| <ul style="list-style-type: none"> <li>• Continue Support program for teachers implementing CTE curriculum</li> </ul> | CTE Coordinator<br>K-12 Administrators | Teacher Assessment                  |

**GOAL (3)**  
Coordinate the CTE Program with other postsecondary schools for continuity with community colleges and technical schools.

| Strategies to Accomplish this Goal  | Who is Responsible?   | How will we know we have succeeded?                         |
|---|---|---|
| <ul style="list-style-type: none"> <li>Conduct Annual Evaluation</li> </ul>   | CTE Coordinator,<br>VACTE Superintendent,<br>Community College<br>Representatives | Report to the superintendent and school board               |
| <b>GOAL (4)</b>   |   |   |
| Develop a scope and sequence for the CTE curriculum, which provides opportunities for internships and job shadowing and includes an annual evaluation |   |   |
| <ul style="list-style-type: none"> <li>Implement Law Enforcement 2</li> </ul>   | HS Principal  | 40 <sup>th</sup> and 100 <sup>th</sup> day enrollment count |

| YEAR 4   |   |   |  |
|--|---|---|--|
| GOAL (1)<br>Develop and support a strong CTE curriculum in all district schools (with a special emphasis in the Middle Schools) that attracts enrollment, and more dollars to provide a district wide CTE coordinator and state of the art curriculum. |   |   |  |
| Strategies to Accomplish this Goal   | Who is Responsible?                             | How will we know we have succeeded?   |  |
| <ul style="list-style-type: none"> <li>Increase enrollment in HS CTE Level 2 and 3 Courses</li> </ul>  | CTE Teachers<br>CTE Coordinator                 | Principal verification<br>40 <sup>th</sup> and 100 <sup>th</sup> day enrollment count |  |
| GOAL (2)<br>Provide continuing professional development for all K-12 staff to improve their skills and foster support of CTE programs  |   |   |  |
| Strategies to Accomplish this Goal   | Who is Responsible?                             | How will we know we have succeeded?   |  |
| <ul style="list-style-type: none"> <li>Track CTE Students accomplishments post high school</li> </ul>  | CTE Teachers<br>HS Principal<br>CTE Coordinator | A web-based program will document accomplishments                                     |  |

**GOAL (3)**  
Coordinate the CTE Program with other post secondary schools for continuity with community colleges and technical schools.

| Strategies to Accomplish this Goal  | Who is Responsible?   | How will we know we have succeeded?           |
|---|---|---|
| <ul style="list-style-type: none"> <li>Conduct Annual Evaluation</li> </ul> | CTE Coordinator,<br>VACTE Superintendent,<br>Community College<br>Representatives | Report to the superintendent and school board |

**GOAL (4)**  
Develop a scope and sequence for the CTE curriculum, which provides opportunities for internships and job shadowing and includes an annual evaluation.

| Strategies to Accomplish this Goal  | Who is Responsible?             | How will we know we have succeeded?                         |
|---|---------------------------------|---|
| <ul style="list-style-type: none"> <li>Add level 3 and 4 CISCO Courses</li> </ul> | HS principal<br>CTE Coordinator | 40 <sup>th</sup> and 100 <sup>th</sup> day enrollment count |

## YEAR 5

**GOAL (1)**  
Develop and support a strong CTE curriculum in all district schools (with a special emphasis in the Middle Schools) that attracts enrollment, and more dollars to provide a district wide CTE coordinator and state of the art curriculum.

| Strategies to Accomplish this Goal  | Who is Responsible?                 | How will we know we have succeeded?                           |
|---|-------------------------------------|---|
| <ul style="list-style-type: none"> <li>Increase "concentrators", students who take levels 1, 2, &amp; 3 courses in one program by 50%</li> </ul>  | CTE Teachers<br><br>HS Principal    | Annual state report on program concentrators<br><br>Inventory |
| <ul style="list-style-type: none"> <li>Assess and update CTE equipment</li> </ul>   | CTE Coordinator<br><br>HS Principal | Annual state report on program concentrators                  |
| <ul style="list-style-type: none"> <li>Increase "completers", student who take level 3 in high school and go on to a placement in a job or post secondary training in the same area.</li> </ul> | CTE Teachers                        |   |

**GOAL (2)**  
Provide continuing professional development for all K-12 staff to improve their skills and foster support of CTE programs

| Strategies to Accomplish this Goal   | Who is Responsible?                 | How will we know we have succeeded?       |
|--|-------------------------------------|---|
| <ul style="list-style-type: none"> <li>Continue to provide support for teachers involved in CTE curriculum and continue to track students' post-secondary accomplishments</li> </ul> | CTE Coordinator<br><br>HS Principal | Teachers' assessment<br><br>Update on Web |

**GOAL (3)**  
Coordinate the CTE Program with other post secondary schools for continuity with community colleges and technical schools.

| Strategies to Accomplish this Goal  | Who is Responsible?   | How will we know we have succeeded?           |
|---|---|---|
| <ul style="list-style-type: none"> <li>Conduct Annual Evaluation</li> </ul> | CTE Coordinator,<br>VACTE Superintendent,<br>Community College<br>Representatives | Report to the superintendent and school board |

**GOAL (4)**  
Develop a scope and sequence for the CTE curriculum, which provides opportunities for internships and job shadowing and includes an annual evaluation.

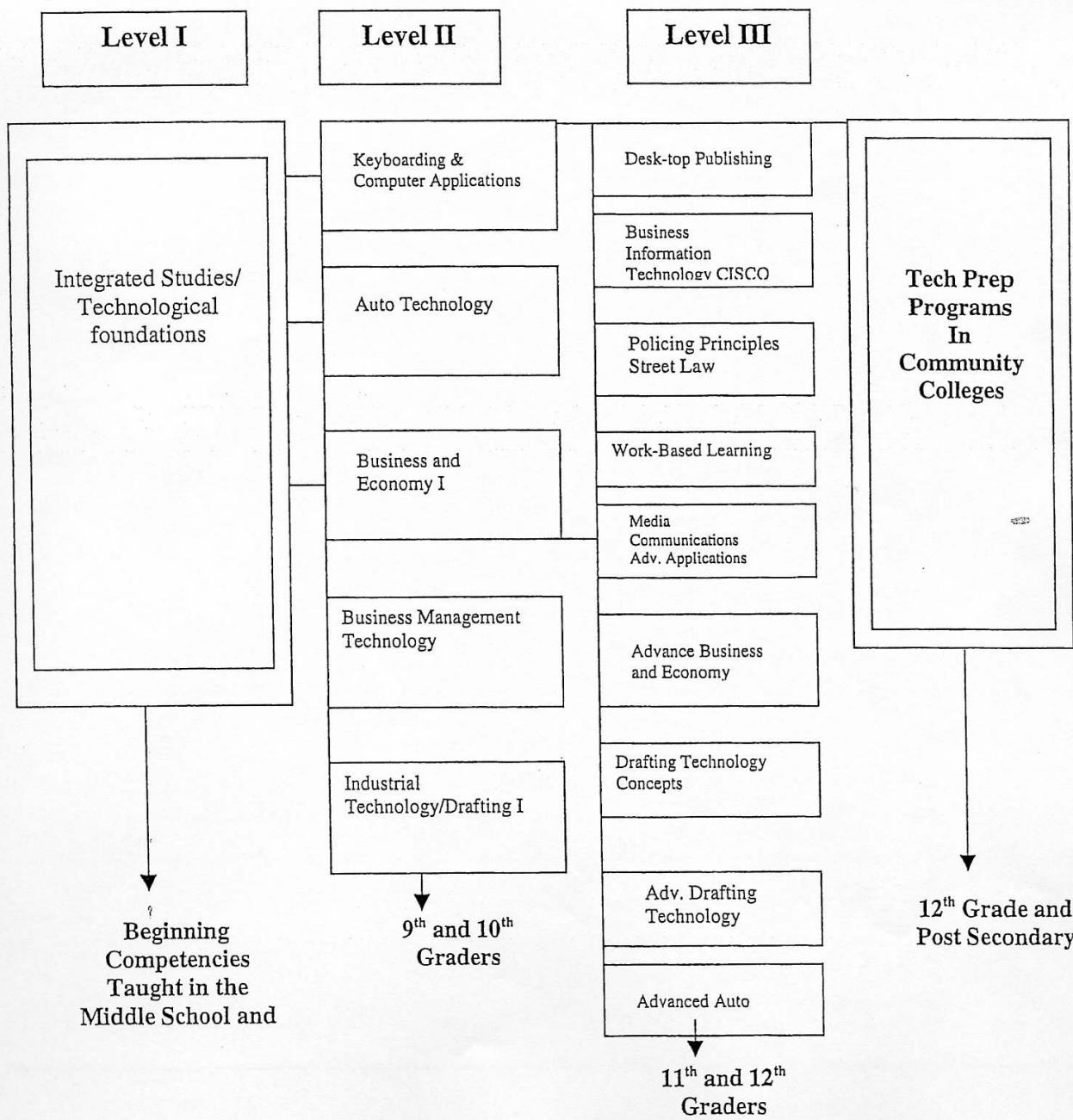
| Strategies to Accomplish this Goal  | Who is Responsible?                                  | How will we know we have succeeded?                         |
|---|--|---|
| <ul style="list-style-type: none"> <li>Diversify and expand CTE course offerings</li> </ul> | CTE Coordinator<br>CTE Teachers<br>HS Administration | 40 <sup>th</sup> and 100 <sup>th</sup> day enrollment count |

**The Scope and Sequence of the  
Our CTE Program**

**2002-2003**

# Sedona Red Rock High School

## Career and Technical Education Programs



**Career and Technical Education Programs Scope and Sequence  
2002-2003**

|                                    |  |       |                |
|------------------------------------|--|-------|----------------|
| <b>Program</b>                     | <b>Media Communications</b>                    |       | <b>10.0100</b> |
| Sequence/Grade                     | Course Title                                   | Level | Code           |
| 9 <sup>th</sup>                    | Technological Foundations/ Integrated Studies  | I     | 90.0000.10     |
| 10 <sup>th</sup>                   | Information Technology/Keyboarding & Comp Apps | II    | 99.0100.10     |
| 11 <sup>th</sup> /12 <sup>th</sup> | Media Communications Fundamentals              | III   | 10.0100.20     |
|                                    | Media Communication Adv. Applications          | III   | 10.0100.80     |

|                                    |  |       |                |
|------------------------------------|--|-------|----------------|
| <b>Program</b>                     | <b>Business Management<br/>Administrative Services<br/>(Old AIS)</b> |       | <b>52.0400</b> |
| Sequence/Grade                     | Course Title   | Level | Code           |
| 9 <sup>th</sup>                    | Technological Foundations/ Integrated Studies                        | I     | 90.0000.10     |
| 10 <sup>th</sup>                   | Information Technology/Keyboarding & Comp Apps                       | II    | 99.0100.10     |
| 11 <sup>th</sup> /12 <sup>th</sup> | Business Management Tech/Bus. & Econ                                 | II    | 52.0400.10     |
|                                    | Adv. Business Management /Bus. & Econ                                | III   | 52.0400.20     |

|                                    |  |       |                |
|------------------------------------|--|-------|----------------|
| <b>Program</b>                     | <b>Business Information Technology</b>         |       | <b>52.1200</b> |
| Sequence/Grade                     | Course Title                                   | Level | Code           |
| 9 <sup>th</sup>                    | Technological Foundations/ Integrated Studies  | I     | 90.0000.10     |
| 10 <sup>th</sup>                   | Information Technology/Keyboarding & Comp Apps | II    | 99.0100.10     |
| 11 <sup>th</sup> /12 <sup>th</sup> | Business Information Tech/CISCO                | III   | 52.1200.10     |

|                                    |  |       |                |
|------------------------------------|--|-------|----------------|
| <b>Program</b>                     | <b>Drafting Technology</b>                     |       | <b>48.0100</b> |
| Sequence/Grade                     | Course Title                                   | Level | Code           |
| 9 <sup>th</sup>                    | Technological Foundations/ Integrated Studies  | I     | 90.0000.10     |
| 10 <sup>th</sup>                   | Information Technology/Keyboarding & Comp Apps | II    | 99.0100.10     |
|                                    | Industrial Technology                          | II    | 99.0200.10     |
| 11 <sup>th</sup> /12 <sup>th</sup> | Drafting Technology Concepts                   | III   | 48.0100.10     |
|                                    | Drafting Tech. Advanced Applications           | III   | 48.0100.20     |
| <b>Program</b>                     | <b>Law Enforcement</b>                         |       | <b>43.0100</b> |
| Sequence/Grade                     | Course Title                                   | Level | Code           |
| 9 <sup>th</sup>                    | Technological Foundations/ Integrated Studies  | I     | 90.0000.10     |
| 10 <sup>th</sup>                   | Information Technology/Keyboarding & Comp Apps | II    | 99.0100.10     |
|                                    | Business Management Tech/Bus. & Econ           | II    | 99.0200.10     |
| 11 <sup>th</sup> /12 <sup>th</sup> | Policing Principles and Practices/ Street Law  | III   | 43.0100.10     |

|                                    |   |       |                |
|------------------------------------|---|-------|----------------|
| <b>Program</b>                     | <b>Vehicle &amp; Mobile Equipment Technicians</b>           |       | <b>47.0600</b> |
| Sequence/Grade                     | Course Title  | Level | Code           |
| 9 <sup>th</sup>                    | Technological Foundations/ Integrated Studies               | I     | 90.0000.10     |
| 10 <sup>th</sup>                   | Fundamentals of Vehicle and Mobile Equipment Repair/ Auto I | II    | 47.0600.10     |
| 11 <sup>th</sup> /12 <sup>th</sup> | Automotive Technology/ Adv. Auto                            | III   | 47.0600.50     |

## Appendix

January 14, 2002

Dear Community/Business Partner:

Your responses to the **Career and Technical Education Needs Assessment Survey** will assist the Sedona-Oak Creek School District in identifying appropriate programs for our students. A similar survey will be distributed to students, teachers and parents. The district will use the information from all of the surveys to develop a long-range plan for career and technical education that will coordinate the requests and needs of the students, parents and community members to the anticipated expansion of the district's career and technical education program.

Please return the completed survey in the enclosed envelope, via fax: 282-5992, or to the Long Range Planning Task Force Member who identified you to be surveyed, by February 5, 2002. The surveys will be forwarded to Career and Technical Education Task Force for collation and analysis. Thank you for your cooperation.

Sincerely,

Gail Covington-McBride  
Director of Curriculum/Technology

CC: Dr. Nancy Alexander  
Superintendent, Sedona-Oak Creek Schools

**Sedona-Oak Creek School District  
Career and Technical Education Needs Assessment Survey  
Student**

For survey statements 1-5, please check the rating that best describes your concerns.  
Your comments are greatly appreciated.

|  | Strongly Agree | Agree | Disagree | Strongly Disagree |
|--|----------------|-------|----------|-------------------|
| 1. More vocational/career programs are needed for the approximately 15% of the students who do not go on to college or other post-high school studies after they graduate.<br><br>Comments:  |                |       |          |                   |
| 2. More technology classes, such as Computer software development, web design and e-commerce, and digital media are needed for both college and non-college bound students.<br><br>Comments: |                |       |          |                   |
| 3. More programs are needed to help the students remain connected to school and reduce the dropout rate.<br><br>Comments:  |                |       |          |                   |
| 4. More career education opportunities are needed at all grade levels, from Kindergarten to Grade 12.<br><br>Comments:   |                |       |          |                   |
| 5. Students should acquire technological basics in elementary school and take advanced technology applications classes at the high school level.<br><br>Comments:                            |                |       |          |                   |

Please rank the following career and technical programs in the order of importance to you, with #1 as the most important. If you give a program a #1 this means that you would sign up for this class or program if it were offered!

- A work-based program in **Hospitality services**, using the opportunities of our local hotel, restaurant and vacation industry.
- A program in **Firefighting careers**.
- A work-based program in which students would have opportunities for **On-the-Job Training** at a local business of their choice and receive high school credit.
- A program in **Law Enforcement**.
- A program in **Nursing or Hospital careers**.
- A program, which teaches students how to **Network Computer Systems** and certifies students for high paying jobs without a college degree.
- A Class in **Web Page Design and E-Commerce**.
- A Class in **Digital Media**.
- An **Advanced Business Education Class**.

Any comments or additional programs to offer:

Thank you for completing this Needs Assessment Survey.

**Sedona-Oak Creek School District**  
**Career and Technical Education Needs Assessment Survey**

For survey statements 1-5, please check the rating that best describes your concerns.  
Your comments are greatly appreciated.

|   | Strongly Agree | Agree | Disagree | Strongly Disagree |
|---|----------------|-------|----------|-------------------|
| 1. More vocational/career programs are needed for the approximately 15% of the students who do not go on to college or other post-high school studies after they graduate.  |                |       |          |                   |
| Comments:   |                |       |          |                   |
| 2. More technology classes, such as Computer software development, web design and e-commerce, and digital media are needed for both college and non-college bound students. |                |       |          |                   |
| Comments:   |                |       |          |                   |
| 3. More programs are needed to help the students remain connected to school and reduce the dropout rate.  |                |       |          |                   |
| Comments:   |                |       |          |                   |
| 4. More career education opportunities are needed at all grade levels, from Kindergarten to Grade 12.   |                |       |          |                   |
| Comments:   |                |       |          |                   |
| 5. Students should acquire technological basics in elementary school and take advanced technology applications classes at the high school level.                            |                |       |          |                   |
| Comments:   |                |       |          |                   |

Please rank the following career and technical programs in the order of importance to you, with #1 as the most important.

- A work-based program in **Hospitality services**, using the opportunities of our local hotel, restaurant and vacation industry.
- A program in **Firefighting careers**.
- A work-based program in which students would have opportunities for **On-the-Job Training** at a local business of their choice and receive high school credit.
- A program in **Law Enforcement**.
- A program in **Nursing or Hospital careers**.
- A program, which teaches students how to **Network Computer Systems** and certifies students for high paying jobs without a college degree.
- A Class in **Web Page Design and E-Commerce**.
- A Class in **Digital Media**.
- An **Advanced Business Education Class**.

Any comments or additional programs to offer:

The person who is completing this Needs Assessment is:

- A parent/guardian with children who attends the Sedona-Oak Creek Schools.
- A community member
- A teacher or employee of the Sedona-Oak Creek Schools

Thank you for completing this Needs Assessment Survey.